



Received

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State Court Administrative Office

Human Resources Division
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Albuquerque, New Mexico 87103

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Web Site: www.metrocourt.state.nm.us

BERNALILLO COUNTY METROPOLITAN COURT
COURT ADMINISTRATOR 4
Amended

Opening Date: January 9, 2006
Closing Date: February 17, 2006
Salary: \$70,272 - \$86,000 annually DOE

Position No. 842
Position Status: Regular, Full-time
Administration Division

Essential Tasks: Court Administrator for Bernalillo County Metropolitan Court is an at-will senior management position hired by the Court Judges and supervised by the Chief Judge. Administers and manages a 24/7 high-volume, multi-faceted court of limited original jurisdiction. Responsibilities include but are not confined to managing multiple operational shifts of employees engaged in case initiation, file maintenance, bond posting, customer service, tracking and compliance, educational service, background investigation, client supervision, mediation, courtroom support, jury orientation and management, interpreter services and administrative functions supporting court judges in the disposition of court cases; exercising fiduciary responsibilities over the Court's \$77 million capital outlay, \$6.8 million fixed asset inventory, \$12.5 million personal services budget and over \$35 million in revenues collected from case filings numbering over 200,000 per year; developing, institutionalizing and monitoring specialized pre-adjudication and post sentencing court programs such as Mediation, Domestic Violence Early Intervention, Pre-Trial Supervision, NCIC and Background Investigation Unit, Community Services, Drug Court, Probation, DWI School and Driver Improvement School to allow for sentencing options; and representing the Court before local governmental bodies, interest and advocacy groups, the media and the State Legislature. May perform other duties in order to meet the operational needs of the Court

Qualifications: Bachelor's degree in business or public administration, finance, economics, criminal justice or related field plus ten years of judicial experience including five years of court management and five years of supervisory experience. Fellowship with the Institute of Court Management or a Master's degree is desirable. Experience may substitute for education at a rate of one year of experience equals 30 semester hours. Education may not substitute for supervisory experience. Knowledge of state statutes, rules and opinions is required; legislative process, general accounting and financial standards, including performance-based budgeting; human resource management; information systems, including word processing, spreadsheets and financial and budgeting software; facilities management; State Procurement Code; general construction, building, and renovation practices; management and customer service practices. Ability to provide direction and guidance; conceptualize and implement solutions to problems; forecast; motivate and persuade others; ensure compliance with statutory deadlines and budgetary limitations; develop and implement measures of accountability; communicate effectively both orally and in writing; establish and maintain cooperative working relationships; maintain confidentiality and use discretion when dealing with sensitive information; use initiative and independent judgment; balance competing interests; mediate and manage conflict; use computer software programs; and research statutes or law on disk. A post-offer background history check is required

Working Conditions: This is an essential position. Employee is on call and may be required to work weekends and holidays and during other court closures. Work is performed in a court setting. The employee may be exposed to hostile or violent situations that arise when dealing with individuals involved in court cases. The employee may be exposed to disturbing and/or hazardous court exhibits. The employee may be required to lift, move and carry up to forty (40) pounds. Occasional travel is required.

Applicants should complete a New Mexico Judicial Branch Application for Employment (Revised 09/02) and submit with an original signature and date to the Human Resource Division prior to 5 p.m. on the closing date. Mailed applications must be received by 5 p.m. on the closing date.

A copy of the complete job description is available upon request.
THE METROPOLITAN COURT IS AN EQUAL OPPORTUNITY EMPLOYER

Approved: _____

Judith K. Nakamura, Chief Judge